

## REQUEST TO USE COUNTY ADMINISTRATION CENTER CONFERENCE ROOMS

Clerk of the Board Of Supervisors - Public Services  
1600 Pacific Highway, Room 402, San Diego, CA 92101  
Phone: (619) 531-5600 Fax (619) 685-2259

COUNTY DEPARTMENT:	GOVERNMENTAL AGENCY:		
TITLE OF MEETING:			
CONTACT PERSON:	PHONE: (    )    -	FAX: (    )    -	
EMAIL ADDRESS:	MEETING DATE REQUESTED:		
NUMBER OF ATTENDEES:	MEETING TIME REQUESTED:	AM TO	PM

### ROOMS REQUESTED

- ☒ 004 Basement Conference room. Seats 15
- ☐ 052 Computer Training Room. Seats 12, with individual PC
- ☐ 301 Theater-style seating for 20 people; dais accommodates 5
- ☐ 302/303 Moveable tables and chairs. U-shaped dais accommodates 18; moveable chairs seat 60 people
- ☐ 310\*\* Board Chambers; theater-style seating for 100 people; upper dais accommodates 8; lower dais accommodates 9
- ☐ 402A Clerk of the Board Conference Room; Seating for 25 people with movable tables and chairs
- ☐ 358 South Board Chambers; theater-style seating for 70 people; dais accommodates 8
- ☐ 410\*\* Balcony, seating for 40 people; no dais. Overlooks Room 310 through glass wall
- ☐ Tower 6 - 6<sup>th</sup> Floor Conference Room. Corral style set-up with 9 moveable tables and chairs for 70 people
- ☐ Tower 7 - 7<sup>th</sup> Floor Conference Room. Corral style set-up with 9 moveable tables and chairs for 70 people
- ☐ Tower 8 - 8<sup>th</sup> Floor Executive Conference Room. Conference table seating for 20 people plus 22 moveable chairs

\*\*Rooms 310 and 410 may be used together to accommodate 140 people.

### AGREEMENT FOR USE OF CONFERENCE FACILITIES

User acknowledges that the Board of Supervisors' meetings and activities have priority use of facilities. Reservations are subject to change or cancellation pursuant to the needs of the Board of Supervisors.

User agrees to be responsible for supplying any equipment that is needed. User agrees that immediately after the meeting all tables and chairs are to be returned to their original state, lights are to be turned off, and the room locked. The key is to be returned to Room 402.

Use of meeting rooms within the County Administration Center (CAC) is limited to normal building operation hours. After hours or weekend use of meeting rooms within the CAC is not permitted.

Applicant Signature:		Date:
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